



HOW TO APPLY FOR A TENTATIVE PARCEL MAP

When is tentative parcel map review and approval required?

Tentative Parcel Map review is generally required for all commercial, industrial, and residential development (single family or multi-family) where a parcel or parcels of land are proposed to be subdivided into four or fewer parcels.

A Tentative Parcel Map may be waived if the property qualifies under Section 8-1300(c) of the City Subdivision Ordinance. However, if waived, a Parcel Map is still required for development.

What is its purpose?

Review of Tentative Parcel Maps helps insure development complies with the State Subdivision Map Act, Fremont Subdivision Regulations, City of Fremont General Plan, environmental, zoning, and building regulations, and requirements of Public Works, Fire and Police Departments.

Who approves a tentative parcel map?

The Planning Director may approve, conditionally approve, deny or refer the map to the Planning Commission for a decision.

The decision of the Planning Director is appealable to the Planning Commission. If the application is referred or appealed to the Planning Commission, the action of the Planning Commission is appealable to the City Council.

What are the steps?

A. Approval by Staff.

1. Talk with the Parcel Map Administrator in the Development Services Center to determine which regulations apply to your project and what materials you need to prepare.
2. Submit a completed application form, filing fee and the required materials for review as outlined on the Tentative Parcel Map Information Sheet.
3. Within 30 days of submittal of your application, the Parcel Map Administrator will notify you

whether your application is complete or if additional information or revised plans need to be submitted.

4. Copies of your proposal will be referred to affected departments and other agencies for comment.
5. The Planning Director will approve, conditionally approve or deny the tentative parcel map and will notify you by letter.

B. Tentative Parcel Maps referred to the Planning Commission.

1. A project planner will be assigned to the project.
2. Within 30 days of submittal of your application, the Parcel Map Administrator will notify you whether your application is complete or if additional information or revised plans need to be submitted.
3. Copies of your proposal will be referred to affected departments and other agencies for comment.
4. The project planner will set a meeting between staff, the project applicant and the engineer who prepared the map. The purpose of the meeting will be to discuss any concerns which may have been found during the review of the application.
5. The project planner will prepare a report to the Planning Commission and will notify you of the date of the Commission meeting.

How long does approval take?

Actions on tentative parcel maps that are determined to be exempt under the California Environmental Quality Act are completed within 50 days of the date the application is **determined to be complete.**

Is a public hearing required? What is involved in a public hearing?

A public hearing is only required if the tentative parcel map is referred to the Planning Commission by the Planning Director. The Planning Commission will consider the project based on the staff report prepared for the project and evaluate testimony from the applicant and his/her representatives and the public. After the public hearing portion of the meeting is concluded, the Planning Commission may conditionally approve the project, deny it, or hold the matter over for redesign (with the applicant's consent).

May a decision be appealed?

An applicant or anyone else who is dissatisfied with a decision of the Planning Director may appeal his or her decision to the Planning Commission. In those instances where a tentative parcel map has been referred to the Planning Commission by the Planning Director for action, an applicant or anyone else who is dissatisfied with a decision of the Planning Commission may appeal the Commission's decision to the City Council.

To appeal, a written statement explaining the appellant's objection(s) must be filed with the Development Services Center, with an appeal fee of \$35 for appeals to the Planning Commission or \$50 with the City Clerk for appeals to the City Council, within 10 days after the decision has been made. A public hearing will then be set to consider the appeal. Appeals are generally heard within 30 days.

What do I do after the tentative parcel map is approved?

After tentative parcel map approval, a final parcel map must be prepared by a registered civil engineer and recorded with the Alameda County Recorder's Office prior to the sale or construction of any lot. All conditions specified in the tentative parcel map approval must be completed prior to approval of the final parcel map. If you do not fully understand any condition of approval, please call the Parcel Map Administrator at the number listed on the tentative parcel map approval letter.

What does it cost?

A.

At the time of filing, an initial deposit of \$4,000 is required. The total cost of a tentative parcel map will depend on the time required to process the application. Processing costs are billed on a time and material basis. Progress billings will be issued during the review of the project if charges exceed the minimum deposit. A refund will be issued at the completion of the project review if excess funds have been paid.

B. Potential costs associated with Tentative Parcel Map approvals.

Please be aware some of the tentative parcel map requirements can be costly. These expenses, typically, will not be financed by most lending institutions. Therefore, you will want to factor in these cash expenses into your calculations for development costs and assure you have the cash on hand to cover the expenses prior to recording the final parcel map. The most significant of these normal requirements are the installation of Street Improvements. Sometimes street improvements must be installed by the applicant. The cost of the improvements and the provision of Performance Bonds must be borne by the applicant.

For further information regarding processing of the final parcel map, please contact the Parcel Map Administrator @ 510-494-4720.

Can I get additional information?

If you need additional information or if you have questions, please call (510) 494-4700.



TENTATIVE PARCEL MAPS

Purpose: The purpose of tentative parcel maps is to ensure that subdivisions of land into four parcels or fewer, or for commercial or industrial purposes, are consistent with the California Subdivision Map Act and the Fremont Subdivision Ordinance. Tentative parcel map review is concerned, among other things, with design, improvements and survey data for subdivisions and the form and content of subdivision maps.

Code Reference: California Government Code, beginning with Section 66410; Fremont Municipal Code, Title 8, Chapter 1 (Subdivisions).

I understand that my plan review may be delayed if required materials are missing from the submittal package.

Project Applicant

Date

Submittal Requirements:

NOTE:

- Indicates an item which is always required.
- Indicates an item which may be required, depending on the project. The staff person who provides you this sheet will check (3) the box if the item is required for your application.

- 1. A completed application form including:

Part I: Project information and the current property owner(s) signature authorizing the project proposal.

Part II Reimbursement Agreement with signature of the billing party acknowledging responsibility for charges.

Part III: A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.

Part IV: A statement signed by the applicant indicating whether the project site is found on the Hazardous Waste and Substances Sites List pursuant to California Government Code Section 65962.5.

Part V: Affordable Housing Plan Proposal for all residential projects resulting in two or more net new units or lots.

Part VI: Development Statistics

- 2. The number of maps required to be submitted are:
 - a. Eight (8) sets of full-sized maps, collated and folded to a size NO LARGER THAN 8" x 13".
 - b. Ten (10) sets of maps reduced to 11" x 17", collated and folded to 8-1/2" x 11".

NOTE: Full-sized maps submitted should be no larger than 30" x 42".

See attached excerpt from the Subdivision Ordinance for information required on the map.

- ☐ 5. Environmental Impact Assessment Questionnaire.
- ☐ 6. This project will be subject to the requirements of Article 21.7, Inclusionary Housing, of the Fremont Municipal Code. The Inclusionary Housing Ordinance generally requires that 15% of the units within your project be made affordable. Details and specifics of the ordinance requirements are available at the Development Services Center, Office of Housing and Redevelopment and on line at www.Fremont.gov. Your project proposal should include a brief written statement as to how you propose to comply with the provisions of the ordinance and identify the proposed location of affordable units within the project.
- 7. Address and Street Name Request.
- 8. Two complete copies of the Impervious Surface Form (www.fremont.gov/ISF).
- ☐ 9. Complete the Impervious Surface Area Calculation Sheet.
- ☐ 10. The location, species, size, and base elevation of all trees with six-inch or larger trunk DBH (trunk diameter at 4.5 feet above ground level), within the subdivision boundary.

Hearing Notification: The City will notify all property owners, as well as business and residential tenants within the appropriate radius of your project site. Most projects require a 300-

foot radius, while some require 1,000-foot based on the sensitivity of the project and the level of community input anticipated or required.

As with all other costs, you will be billed for staff time to research, create and label the required postcards. If the public hearing is delayed for an extended period of time after notices for your project have been mailed, you will be charged the cost to re-mail postcards.

Materials: The remainder of the noticing costs are for the price of materials, including cardstock, labels and postage. We estimate materials to cost **44 cents per postcard**.

Example: If there were 85 notices mailed for your project (the average number of notices for planning projects), your cost will be:

1/2 hour of staff time	\$28.00
85 postcards @ 44 cents each	\$37.40
TOTAL COST	\$65.40

Schedule Time Line: Complete submittals of tentative parcel maps are approved or denied by the Assistant City Manager or Planning Commission within 50 days of submittal.

Incomplete Applications: An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

Appeal: Appeals of Assistant City Manager action are considered by the Planning Commission. See the information sheet on Appeals for details. Appeals of Planning Commission action are considered by the City Council. Contact the City Clerk's office at (510) 494-4620 for information regarding appeal of a Planning Commission action. In either case, the action must be filed within ten days of the action appealed from.

Development Impact Fees:

Commercial and Industrial Buildings

Development impact fees may be assessed if your project involves new construction or additional floor area. If the project involves a change of use in a building, development impact fees may also be assessed. For example, a change from a warehouse to an industrial classification or a change from retail to an office would require Development Impact Fees be paid. A credit will be applied to the value of fees for the previous use category and a charge will be applied for the fees of the new use category. There are three categories of Development Impact fees assessed for commercial and industrial buildings: Traffic, Capital Facilities and Fire Protection Fees.

Residential Developments

New residential dwellings (single family and multi-family projects) always trigger payment of Development Impact Fees. In addition to the fee categories assessed for commercial and

industrial buildings, new residential construction also requires the payment of Park Facilities and Park Dedication In-Lieu fees.

For further information on Development Impact Fees, please refer to the Development Impact Fee schedule available in the Development Services Center or speak with a Development Services staff member.

Fees: The minimum deposit for your application is \$_____ and is due at the time of submittal. The actual charge will be based on staff time required to process the application, including any appeal. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be invoiced at the completion of the project review if excess funds have been paid.

Requirements described on this sheet are subject to change. If you need additional information or clarification regarding your submittal please contact the staff person who furnished you this sheet for further assistance.

Information sheet furnished by:_____ Phone: (510) 494-_____

for proposal: _____

_____ Date: _____



INFORMATION REQUIRED FOR TENTATIVE MAP

The following is the text of Fremont Municipal Code Section 8-1436. Text in *italics* has been added to supplement the Code language.

- (a) The following information is mandatory on all tentative parcel maps:
- (1) A vicinity sketch at a scale of one thousand feet to the inch shall be drawn on or shall accompany the map. It shall show all streets within one-half mile.
 - (2) A four-digit parcel map number obtained from the County Recorder's Office (510-272-6363) using the name of the parcel's owner and engineer.
 - (3) Name and address of the record owner or owners.
 - (4) Two copies of a current preliminary title report for all parcels located within the proposed development.
 - (5) Name and address of the subdivider.
 - (6) Name and address of person preparing the map.
 - (7) Date, north point, and written and graphic scale.
 - (8) Boundaries of the proposed parcel map.
 - (9) Location, name, and dimensions of existing and proposed streets, both public and private, trails, highways, and private vehicle accessways.
 - (10) Location and dimensions of existing or proposed easements.
 - (11) The layout of proposed lots and streets.
 - (12) A statement as to the source of water and the provision for sewage disposal.
 - (13) Methods for the disposal of storm waters.
 - (14) Typical cross-section and grades of proposed streets.

- (15) Estimated gross acreage of the parcel map and estimated square footage or acreage of each lot.
- (16) Boundary lines and record ownerships of all adjacent parcels and easements.
- (17) Fire hydrants within three hundred feet of the parcel map to be shown.
- (b) The following information may be required to be included where topography or the location of the tentative parcel map dictates:
 - (1) Contours at five-foot intervals where the ground slopes exceed five percent and contours at one-foot intervals where the ground slopes are less than five percent. *Development Reserve Boundary, Toe-of-the-Hill and Ridgeline shall be shown, where applicable.*
 - (2) Location of historical sites or landmark trees or primary historic resources as identified by council-adopted resolutions or in the general plan.
 - (3) The approximate location, species, size and base elevation of all trees with a trunk diameter of six inches or more measured at four and one-half feet above the tree's natural grade, standing within the boundaries of the subdivision, or outlines of groves or orchards.
 - (4) Location of water courses, flood control channels, and intermittent streams.
 - (5) Offers of dedications of lands for public purposes.
 - (6) Preliminary grading of the site.
 - (7) Preliminary Stormwater Management Plan (<http://fremont.gov/SWMP>) showing proposed treatment measures if the project meets one or more of the following:
 - a. Project creates or replaces more than 5,000 square feet of impervious surfaces and is a restaurant, stand alone parking lot, retail gas outlet, or an automotive facility; or
 - b. Project creates or replaces more than 10,000 square feet of impervious surfaces.
 - (8) A preliminary soils report.
 - (9) Location of access restrictions.
 - (10) Waiver of access rights.
 - (11) Location of any existing structures, with the outline thereof drawn to scale in relation to the existing or proposed street and lot lines.

Affordable Housing Plan Proposal

Applicability: Residential projects containing two or more net new living units or residential lots, or a combination of living units and residential lots, are required to provide the affordable housing per Fremont Municipal Code Title 8, Chapter 2, Article 21.7, Affordable Housing. Compliance with the affordable housing ordinance can be achieved through the basic requirement or, if approved, use of an alternative to the basic requirement. Below, identify how the residential project proposes to comply with the affordable housing ordinance by placing a “✓” in the appropriate section.

Basic Requirement: The affordable housing obligation is achieved differently for for-sale and rental residential projects, as described below:

_____ *For-sale projects:* For projects deemed complete by December 31, 2014, at least 15% of all living units in any for-sale residential project shall be made available at affordable cost to moderate income households. Effective January 1, 2015, the project’s affordable requirement increases to 20% of all living units. (FMC §8-22172(a)(1))

_____ *Rental projects:* Rental projects not receiving any City assistance comply with the affordable housing obligation through payment of the affordable housing impact fee. (FMC §8-22172(b)(1))

Alternatives to Basic Requirement: If one of the allowed alternatives to the basic requirement is proposed, identify the alternative below and describe how the project would comply with the specific FMC requirements for alternatives (FMC §§8-22177(a) through 8-22177(f)).

_____ *Provision of rental units:* Where ownership affordable units are required to comply with the basic requirement, the applicant may construct rental units affordable to moderate, low, and very low income households at rents prescribed in FMC §8-22177(a)(1). (FMC §8-22177(a))

_____ *Off-site construction:* The applicant may propose to construct affordable units on another site. (FMC §8-22177(b))

_____ *Property dedication:* The applicant may propose to dedicate, without cost to the City, property within or contiguous to the residential project sufficient to accommodate at least the required number of affordable units for the residential project. (FMC §8-22177(c))

_____ *Purchase of existing market-rate units:* The applicant may propose to purchase existing market-rate units not subject to any affordability covenants and convert them to affordable housing, or to purchase affordability covenants for existing market-rate units, to provide the required affordable housing. (FMC §8-22177(d))

_____ *Preservation of affordable units at risk of loss:* The applicant may propose to preserve existing affordable units at risk of loss to provide the required affordable housing. (FMC §8-22177(e))

_____ *In-lieu fee payment:* The applicant may pay a fee in-lieu of construction of affordable units on site. (FMC §8-22177(f))

Case No.: _____

Achievement of Alternative Requirements: If an alternative to the basic requirement is proposed, describe how the requirements for the selected alternative, as described in FMC §§8-22177(a) through 8-22177(f), would be achieved (attach a separate sheet, if needed):

[illegible]

Signature of Applicant

Date _____

Applicant's Printed Name